

**PROCEDURE #3 –Pole Attachment Agreement and Licensing Procedure – All States
(Except where Vermont Tariff applies)**

Thank you for your inquiry regarding the process to obtain a license to place or maintain attachments to poles that are either Joint Use (JU), Joint Owned (JO) or Fully Owned (FO) by Verizon New England Inc.

This document will assist you in obtaining a new Pole Attachment Agreement. It will also provide you with the forms necessary to apply for a Pole Attachment License. It is Verizon New England Inc.'s intent to make this process as efficient as possible for you.

Note: *If the person negotiating this Agreement is someone other than the owner of the cable, a letter must be submitted to Verizon New England Inc. by the cable owner authorizing that person to act on their behalf. A sample is included in this package.*

Included in this package are the following documents:

Application Forms:

Form 1	Application and Pole Attachment License – When received along with a check for the field survey initiates the Licensing Process
Form 2	Authorization for Field Survey Work
Form 3	Itemized Estimate of Pole Make-ready work and charges
Form 4	Authorization for Pole Make-ready work
Form 5	Licensee Itemized Self-Survey
Form 6	Notification of Discontinuance of Poles
Form 7	Request for Project Management Form
Form 8	Licensee to RCE (Reimbursable Construction Engineer) Notification
Form 10	Licensee Power Supply Schematic

Agreement Forms:

Checklist	Application/Agreement Checklist (Use this for New Agreements and Applications)
Profile	Customer Profile – Establishes Customer Contact Information
Sample 1	Letter of Agency – Provides authority to act on the cable owner's behalf
Insurance	Requirements for an ACORD Form

All forms and correspondence should be mailed to: - or - Faxed to:

Verizon New England Inc.
License Administration Group
185 Franklin Street, Room 503
Boston, MA 02110

Verizon New England Inc.
License Administration Group
617-743-8785

The Pole Attachment License application process consists of three parts:

Part I – Adequacy – (Application Process) Submit Application to Initiate a Pre-construction Survey

- A. Calculate and make check payable to Verizon New England Inc. the applicable Pre-Construction Pole Survey(s) Charge with the License Application. The Pre-Construction Pole Survey(s) Charges shall be calculated based on the rates and formulas found in Appendix I of your Pole Attachment Agreement. There are two elements of the Pre-construction Survey: 1.) **field inspection** of the existing pole and anchor facilities to determine any necessary make-ready work and determination of point of attachment and 2.) **Administrative effort** required to process the application and prepare the charges for make-ready work, if applicable.
- B. **Project Management** – You have the option of initiating a “Request for Project Management Form” at any time. You may want to consider Project Management if your request involves one or more of the following:
 - A mix of conduit and aerial requirements
 - Multiple requests for pole attachments for more than 2,000 poles on all applications that are pending approval by Licensor at any one time within a single Planning Manager’s Area
 - Submission of multiple requests for the same municipality within a short time frame

Based on the scope of your Project, Verizon may suggest a Project Meeting. Verizon will attempt to establish a project meeting within 15 business days. This meeting will enable the customer to meet face to face with Verizon New England Inc.’s Engineers. Verizon will invite the Power Company to have a representative in attendance. The meeting will help to determine the scope of the project and to prioritize the work to meet your requirements.

Please be advised there is a charge for time & travel associated with Project Meetings. This charge is based on the time each Verizon employee is in attendance.

Also, it is your responsibility to submit a complete application package to your power company in addition to the one you submit to Verizon for all Joint Owned/Used poles.

Part II – Survey/Make-Ready Work

- A. Customer, Verizon and Power Company complete a three party Pre-Construction Pole Survey(s) to determine adequacy of poles to accommodate proposed attachments.
- B. Using the unit costs for make-ready work located in Appendix I of your Pole Attachment Agreement, Verizon will calculate the costs associated with Verizon make-ready work necessary to make the pole ready for proposed attachments.
- C. Licensor(s) and other attachées will complete the work necessary to make the Pole ready for the placement of your attachments.

Part III – Agreement Preparation/Licensing

- A. **Prior to any make-ready work being scheduled or performed a Pole Attachment Agreement must be fully executed.**
- B. You must obtain necessary permissions (i.e. licenses, city permits, etc.)
- C. You must receive a new license to attach to a pole **from both Verizon New England Inc. AND the Power Company.**
- D. Place your attachment(s) in accordance with Article VI of the Pole Attachment Agreement.

Part I – Adequacy

If you have questions concerning your Pole Attachment Agreement or the Pole Attachment Licensing process, please call the appropriate Verizon New England Inc. Aerial Specialist identified below:

For Massachusetts

Helen Castro

Tel # 617-743-5714

Fax # 617-743-8785

E-mail: helen.a.castro@verizon.com

For Maine, New Hampshire Rhode Island & Vermont

Patricia Mazzacone

Tel # 617-743-5724

Fax # 617-743-8785

E-mail: patricia.r.mazzacone@verizon.com

Hotline – 800-641-2299

To assist the Specialist in facilitating your request please submit a complete set of application forms – Customer Profile Form - Forms 1-4, (5-8, and 10 as applicable) and Letter of Agency if necessary and mail to:

Verizon New England Inc.
License Administration Group
185 Franklin Street, Room 503
Boston, MA 02110

-or-

Fax to: 617-743-8785

Note: Be sure to mail a copy of the license application to the appropriate power company. Failure to do so, may result in delays to your application.

Part II – Survey Make-ready

Within 45 days of receipt of written notification in the **form of a properly completed license application** and the **correct Survey Fee payment**, Verizon New England Inc. will jointly conduct a Pre-Construction Pole Survey(s) with the Joint Owner and/or Joint User and the Licensee unless otherwise agreed to by all parties. The survey is performed to determine the adequacy of poles to accommodate your proposed attachments. You will be notified of the results of the Pre-Construction Pole Survey(s) in writing.

Pre-Construction Survey - Verizon New England Inc. utilizes unit pricing – **no estimate will be provided.** **The Licensee shall calculate and pay the applicable pre-construction survey charge** and submit it along with their completed license application. The Pre-construction Survey Charge shall be calculated based on the rates and formulas established in Appendix I of the Pole Attachment Agreement. (See Appendix III to determine which rate calculation chart you should use.

If you have **incorrectly calculated** the survey amount your check will be returned and you will need to resubmit your application with the correct amount. If you need assistance with the unit pricing you may call the **HOTLINE on (800) 641-2299.**

If no make-ready work is required, and a Pole Attachment Agreement has been fully executed, a license shall be issued for the attachment(s).

If Verizon New England Inc. determines that the pole or anchor to which you intend to make attachments is inadequate or otherwise needs rearrangement of the existing facilities, you will be provided with an itemized invoice for the make-ready work Verizon needs to perform. For work that is performed based on unit cost, that charge will apply. When work performed is not covered by unit cost, the charge will be based on an estimate. The licensee will be credited for any amount paid in excess or billed for any amount that exceeds the *estimated* charges. The make-ready work will be scheduled following receipt of a check made payable to Verizon New England Inc. for the amount required. The power company and any other affected party already attached to the pole will provide you with their make-ready costs as applicable. Within 30 days of receipt of your check Verizon will provide you with an Estimated Construction Start Date and an Estimated Construction Completion Date for Verizon's work. This date is established based on coordination of Verizon's make-ready work with that of the power company and any affected party already attached to the pole.

Your check should be mailed **within 30 days of the date of the letter** accompanying the make-ready costs. If we have not received the *check* **within 45 days**, we will consider **your request canceled**.

Verizon New England Inc. will make every effort to complete the *Make-ready* work **within 180 days of receipt of your check**. If, due to the size and scope of your request, more time is needed, you will be advised in writing of the estimated make-ready completion date.

Within 10 days of placing your attachment(s) **you must provide** Verizon New England Inc. **with written notice of the actual dates of attachment** so that we may schedule a Post-construction inspection. **Please utilize the enclosed Form 8 "Licensee to RCE Notification"**. Once the inspection has been completed you will be notified in writing of the findings.

Please be advised that your Company must have a fully executed Pole Attachment Agreement before the License to make pole attachments is granted. You must obtain a license from Verizon and a license from the Power Company before placing your attachments on the poles.

Part III – Agreement Preparation/Licensing

The following items must be provided before a final license will be issued.

1.) PROCESSING FEE

Verizon New England Inc. requires a processing fee to prepare a new Pole Attachment Agreement.

A separate check for this processing fee should be made payable to Verizon New England Inc. in the following amount:

\$425 - if you **do not** have an existing Pole Attachment Agreement with Verizon applicable to your proposed attachments.

-Or-

\$300 - to amend an existing Pole Attachment Agreement to include a change in your corporate title, if you sell your company or if you assign your rights.

2.) PERMISSION TO OCCUPY

PUBLIC/PRIVATE WAY PERMISSION

Prior to placement of your attachment(s), you must obtain permission from the appropriate Municipality, State or Federal Entity responsible for authorizing you to occupy space in the public way. If the pole is located on private property, a letter of permission from a private property owner must be obtained.

In planning your project, please consider that the process for obtaining permissions can be lengthy. Some municipalities have numerous requirements, including but not limited to:

- Required public hearings
- Issuance of public notice
- Municipal licensing documents

Please be aware that each Municipality has its own rules and regulations and time frames concerning the granting of permission to occupy the public right of way. It is the Applicant's responsibility to work with and understand what each Municipality requires.

3.) INSURANCE REQUIREMENT

Submit a current Certificate of Insurance Form. **The insured's name must be the facility owner's name, as it will appear on the Pole Attachment License Agreement.** (If the owner of the facilities will not own/operate vehicles as outlined in paragraph four below, the facilities owner is still responsible for providing Verizon with satisfactory evidence that its subcontractor has appropriate Commercial Automobile Liability Insurance showing Verizon and the appropriate Power Company named as additional insured.) This insurance provides protection against damage and liability. Verizon New England Inc. and the appropriate Power Company (if applicable) must be shown as additional insured with no deductibles under the description section.

Licensee and its subcontractors (if any) agree to purchase and maintain during the term of the license agreement all insurance and/or bonds required by law or this Agreement including without limitation:

Commercial General Liability Insurance (including, but not limited to, premises-operations, explosion and collapse, underground hazard, broad form property damage, products/completed operations, contractual liability, independent contractors, personal injury) with limits of at least \$2,000,000. combined single limit for each occurrence. (Limits may be satisfied with primary and excess coverage.)

Commercial Automobile Liability with limits of at least \$2,000,000. combined single limit for each occurrence. If the Licensee does not own or operate any vehicles/automobiles associated with the Licensee's business, and will not be operating any vehicles/automobiles to place, maintain or remove cables, equipment or facilities on poles covered by this Agreement, but instead, uses now and/or in the future a contractor to place, maintain or remove cables, equipment or facilities on poles covered by this Agreement, then the Licensee must provide satisfactory evidence that its subcontractor has purchased and maintained during the term hereof Commercial Automobile Liability Insurance of at least \$2,000,000. combined single limit for each occurrence.

Workers' Compensation insurance as required by Statute, and Employer's Liability insurance with limits of not less than \$1,000,000. per occurrence.

All insurance must be in effect before Licensor will authorize Licensee to make attachment to Licensor's pole(s) and shall remain in force until such Attachments have been removed from all such poles.

Licensee shall annually submit to Licensor satisfactory evidence of such insurance by an ACORD Form or other satisfactory form in general use by the insurance industry for each company insuring Licensee to the effect that it has insured Licensee for all liabilities of Licensee covered by this Agreement; and that such certificates will provide evidence of waiver of subrogation, name the Licensor as an additional insured under the General Liability policies and that it will not cancel or change any such policy of insurance issued to Licensee except after giving not less than thirty (30) days written notice to Licensor. In the case of a self-insured Licensee, Licensor may elect to accept satisfactory evidence of such self-insurance in lieu of the ACORD Form.

The above limits of insurance may be satisfied by a combination of primary and excess insurance policies.

The description portion of the form must state that the insurance is for aerial/underground operations in the State of _____. (See insurance requirements attached)

OBTAIN LICENSE TO ATTACH TO POLE

Attachment prior to the issuance of the Pole Attachment License is considered unauthorized and illegal.

Upon satisfying all requirements, you will be issued a formal license (Form 1 signed and dated by Verizon) authorizing you to make attachments to specific Pole(s).

BILLING

Billing for the attachments authorized in each license will commence on the first day of the month following the date the license is issued.

EXPLANATION OF LICENSE APPLICATION PROCESS

Pole Attachment Agreement

Once "ALL" of the information on the Pole Attachment Agreement Checklist is received, the agreement will be prepared. The agreement will then be routed for all parties to sign. Upon signature of all parties, you will receive a fully executed original license agreement back from Verizon New England Inc. The agreement contains the general terms and conditions by which the parties agree to operate.

While the agreement is being prepared and routed for signature, you may apply for a license. A license is necessary to authorize your attachments to specific poles. This process is detailed in the Pole Attachment Agreement.

Listed below is an outline of that process. Please note that you may submit your application for pole attachment(s) prior to final execution of the pole attachment agreement, **However: The make-ready stage will not begin until all required items listed in this procedure are met, all advance payments are received, and a signed agreement/amendment/ is complete:**

Customer Profile - Please complete all of the contact information, **corporate and local. Corporate Title** is the name of the Company that the License will be issued to. **Person Negotiating Agreement** is the name of the person we may contact if we have questions about this agreement. **Also Completed Contact information, Corporate and local contacts for Legal Notices, Insurance Notices, Automatic License Requests, Poles/Conduit Rental bills, Transfer Notices and a local emergency contact are all required.**

Letter of Agency - This letter provides authority to an agent or other representative to act on your behalf. It must be specific and should include the dates the authorization is valid and should also outline the duties and responsibilities being authorized.

Pole Attachment License/Agreement Checklist. - This is a checklist of all items that are required to be completed for a Pole Attachment License Application (page 1) and/or new Pole Attachment Agreement (pages 2 and 3).

Pole Attachment License

Submit a complete set of application forms - Appendix IV forms 1-4, (5-8, 10 as applicable) to the Power Company listed in Appendix II of the license agreement and to the Verizon License Administration Group as detailed below:

Verizon New England Inc.
License Administration Group
185 Franklin Street, Room 503
Boston, Massachusetts 02110

Form -1 Application and Pole Attachment License - complete the customer portion of the form filling in the number of attachments for each pole you wish to attach to, as detailed below. Also indicate the number of power supplies, if applicable.

License application number, example: **abc93-1 - company name, year** in which applied for, number of application

The bottom portion of this form will be completed and signed by an authorized representative of Verizon. You will also need a signed License from the power company.

This form will not be signed by Verizon until all survey and make ready work is complete and payment has been received. Your receipt of a signed Form 1 is your approval to make attachments.

Remember: no attachments can be made until all parties have completed their work sufficiently so as not to impede the placement of your facilities and you have received a signed and dated license from the licensor(s) authorizing the attachment(s).

Form - 2 Authorization for Field Survey Work - this form will be completed by licensee and submitted along with an advance payment for the survey work. If you wish the work to be done, fill in the areas and enclose advance payment in the amount calculated, sign the bottom of the form and send to Verizon's License Administration Group.

Once the check for the survey is received, along with the signed Form 2, a Verizon representative will contact you with the dates when he/she is available to perform the survey.

Verizon will coordinate the field survey date with the participating Power Company and the licensee.

Verizon will notify the License Administration Group of the results of the survey within five (5) business days of completion.

Form – 3 Itemized Pole Make-Ready Work Charges – Complete the bold and italicized areas of this form. Verizon will complete the remainder of the form during or subsequent to the field survey, identifying any make-ready work necessary. This document is an itemized estimate/invoice of work charges.

Form - 4 Authorization for Pole Make-Ready Work - the top of this form will be completed by Verizon with an estimate/invoice for the make ready work. The make-ready charges (Form 3 and Form 4) will be forwarded to you within ten (10) business days from the completion of the survey.

If you wish Verizon to complete the make-ready work, please sign the customer information on the bottom of (Form 4) and send a check for the amount specified to the License Administration Group. Once the make-ready work has been completed, the License to attach (Form 1) will be signed by an authorized representative of Verizon and returned to you. The signed Form 1 is your license to attach to the poles (refer to Article IV " Application for and Issuance of Licenses"). **You must also obtain a license from the Power Company. Attachment prior to receiving the signed Form 1 is considered unauthorized and illegal.**

Form – 5 Licensee Self Survey Form - Itemized Charges For Pole Make-ReadyWork and for Overlash /Rebuild/Power Supplies - This form will be completed by the Licensee for Overlash/Power Supply/ Rebuild work only. This document is an itemized invoice of work charges developed utilizing unit pricing in APPENDIX I of your Pole Attachment Agreement.

Form - 6 Notification of Discontinuance of Poles - must be submitted by licensee to licenssor(s) when any attachments have been removed from poles. When you receive the signed Form 6 back from Licenssor(s), billing will be discontinued. Please contact the License Administration Group to send you the procedure to initiate the process.

Form - 7 Request for Project Management - Complete the customer information on the form listing the municipality the pole is located in, number of attachments being requested, ,start and end locations, and a description of the project.

Form - 8 Licensee Notification to RCE - This form is to be used to notify Verizon that your facilities have been placed, an overlash project has been started/completed, rebuild project has been started/completed, or a pre-construction survey is necessary. . When this form is used to notify Verizon that a Licensee has finished placing their facilities, Verizon has 90 days to perform a post-construction inspection. Within (10) days of the completion of a Post-construction Inspection, Verizon shall notify the Licensee in writing of the date of completion of the Post-Construction inspection and its findings.

Form – 10 Power Supply Schematic – The Licensee must provide Verizon New England Inc. one Form 10 for each pole location on its License Application requiring a power supply. This form will identify your proposed Power Supply location to be approved by a Verizon New England Inc. Engineer.